

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Atlanta, GA		2. EMPLOYEE NUMBER (b) (6)	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position <small>U.S. OPM JFS for GS-0800, 11/2008; U.S. OPM JFS for GS-1300, 12/1997; U.S. OPM JFS for GS-0400, 9/2005; U.S. OPM GSSG, HRCD-5, 6/1998</small>					
Official Allocation	b. Title SUPERVISORY * ENVIRONMENTAL ENGINEER	c. Pay Plan GS	d. Series 0819	e. Grade 14	f. CLC 001
4. Supervisor's Recommendation	Supervisory Environmental Engineer	GS	0819	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE (b) (6)			
7. ORGANIZATION (Give complete organizational breakdown)		e. Air Permits Section			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 4		g.			
c. Air Pesticides & Toxics Management Division		h.			
d. Air Planning Branch		i. Organization 90462600			
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor		d. Typed Name and Title of Second-Level Supervisor (b) (6)			
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code 92	
g. Bargaining Unit Code 8888	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (25 % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 15/DEBI THOMAS		j. Date 5/9/12
11. REMARKS * PREVIOUSLY CLASSIFIED PD. * DETAIL NTE 60 DAYS. EFFECTIVE DATE: 1/13/2013					

*Interdisciplinary - Classifiable as:
Life Scientist, GS-0401
Physical Scientist, GS-1301 or
Environmental Engineer, GS-0819

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Official Allocation	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
	* Supervisory Environmental Engineer	GS	* 0819	14	001
4. Supervisor's Recommendation	Supervisory Environmental Engineer	GS	0819	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE (b) (6)			
7. ORGANIZATION (Give complete organizational breakdown)		c. Air Permits Section			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 4		g.			
c. Air Pesticides & Toxics Management Division		h. Employing Office Location Atlanta, Georgia			
d. Air Planning Branch		i. Organization 90462600			
8. SUPERVISORY STATUS					

- ☒ [2] **Supervisor or Manager.** Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.
- ☐ [4] **Supervisor.** Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.
- ☐ [5] **Management Official.** Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).
- ☐ [6] **Lead** Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.
- ☐ [7] **Team Leader.** Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.
- ☐ [8] **All Other Positions.** Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor	d. Typed Name and Title of Second-Level Supervisor
(b) (6)	(b) (6)

10. POSITION CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

a. Promotion Potential		b. PSB Risk Designation		c. Financial Disclosure Form	d. "Identical, Additional" (IA) Allocation	e. FLSA Determination	f. Functional Classification Code
<input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		<input type="checkbox"/> 01 Low <input type="checkbox"/> 02 Moderate <input type="checkbox"/> 03 High Temp Promo Security Clearance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required	<input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	<input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive	92
g. Bargaining Unit Code	h. Check, if applicable:		i. Classifier's Signature		j. Date		
8888	<input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (<25% of time) <input type="checkbox"/> This position is subject to random drug testing ()		Delithon Debi Thomas		5/9/12		

11. REMARKS

* Interdisciplinary - Classifiable as:
 Life Scientist, GS-0401
 Physical Scientist, GS-1301
 or Environmental Engineer, GS-0819.

INSTRUCTIONS

I. ITEMS

- 1) DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) POSITION NUMBER:** To be completed by Human Resources Office or Shared Service Center.
- 3) CLASSIFICATION ACTION:** To be completed by Human Resources Office or Shared Service Center.
- 4) SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office or Shared Service Center.
- 11) REMARKS:** To be completed by Human Resources Office or Shared Service Center.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

~~For specific instructions on how to complete this form, please contact your Human Resources Office or~~
Shared Service Center.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.
Copy to Official Personnel Folder (OPF)
Copy to Employee

**Interdisciplinary
Supervisory Life Scientist, GS-0401-14
Supervisory Physical Scientist, GS-1301-14
Supervisory Environmental Engineer, GS-0819-14**

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: To serve as a first level supervisor, providing planning, directing, organizing, and exercising control over nonsupervisory employees assigned to the Air Permits Section.

The organizational location of this position is the Air Permits Section, Air Planning Branch, Air, Pesticides and Toxics Management Division, Environmental Protection Agency, Region 4, Atlanta, Georgia.

ORGANIZATIONAL GOALS OR OBJECTIVES:

The organizational goals or objectives of this position are to provide supervisory oversight for staff responsible for providing oversight, technical assistance and support to the eight Region 4 states for implementation of the Clean Air Act (CAA), including activities related to air permitting. The Section is also responsible for CAA permit issuance where EPA is the permitting authority. The Section provides authoritative technical consultation, program assistance, and ensures the consistency for state and local permitting activities for stationary sources of air pollution that are regulated under Title I (Prevention for Significant Deterioration (PSD), New Source Review (NSR), Federally Enforceable State Operating Permit (FESOP) Programs), Title III (Outer Continental Shelf (OCS)), Title IV (Acid Rain Program), and Title V (Part 70 and Part 71 Operating Permit Programs) of the CAA. The Section evaluates and processes program submittals for approval/disapproval and subsequent revisions to the state and local operating permit programs authorized under Title V of the CAA. The Section may recommend or refer sources for detailed review and evaluation (i.e., inspection) by the Air and EPCRA Enforcement Branch. Further, the Section serves and participates in pre-enforcement meetings, show cause meetings, and inspections. In state, local, or tribal jurisdictions where portions of the Title V program have not been approved pursuant to Part 70 or delegated under Part 71, the Section is responsible for the issuance of a Federal permit under Part 71. The Section is responsible for implementation of OCS permitting activities, including the issuance of permits where permitting authority has not be delegated to state agencies.

DUTY 1:

50 %

Plans, organizes, and directs the activities of the Air Permits Section, ensuring that the Section complies with legal and regulatory requirements and meets customer needs. Develops goals and objectives that integrate organization and Section objectives. Researches, interprets, analyzes and applies the Sections of the Clean Air Act and guidance that are applicable to the Section. Establishes policies and procedures for accomplishment of all applicable programmatic commitments and goals. Plans and schedules work in a manner that promotes a smooth flow and even distribution. Coordinates plans and schedules with other organization managers and customers as appropriate. Identifies need for changes in priorities and takes action to implement such changes. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules. Assigns work to subordinate employees based on organization priorities and consideration of difficulty and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Balances workload and provides advice, guidance, and direction on CAA permitting issues including and administrative issues. Structures assignments to create effective and economical positions. Coordinates with other organization managers and customers as appropriate. Reviews organization mission, functions, and manning. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Provides advice to supervisor of significant issues and problems related to work accomplishment. Establishes metrics and analysis systems to ensure actions are timely and reviewed at critical points. Accepts, amends, or rejects work presented by subordinates. Performs self-inspection and presents detailed and comprehensive report with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work.

DUTY 2:

30 %

Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within-grade increases. Hears and resolves employee complaints and refers serious unresolved complaints to higher level management. Initiates action to correct performance or conduct problems. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Approves master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees.

DUTY 3:

20 %

Represents the Agency with a variety of functional area organizations. Establishes, develops, and maintains effective working relationships with high level officials within and outside of the Division and Region and in EPA Headquarters; high level officials of other Federal, state and local agencies; key representatives in private industry or public municipalities; engineering and environmental consultants; and officials in National, state and local environmental and public action groups. Meets with key customer and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolve problems that arise. Provides or ensures that subordinates provide customer guidance and training. Participates in special projects and initiatives and performs special assignments. Identifies the need for special projects and initiates milestones and goals. Evaluates reports by analyzing facts and performing appropriate research and prepares detailed responses. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Researches and determines or recommends appropriate actions or interpretation of issues that impact organization, installation, command, or agency.

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSA):

1. Knowledge of concepts, principles, and practices of Life Science, Physical Science, or Environmental Engineering sufficient to provide supervisory oversight for the administration of the Clean Air Act permitting programs.
2. Knowledge of the Clean Air Act.
3. Ability to plan, organize and direct the functions and staff of a small to medium sized organization.
4. Ability to communicate effectively, both orally and in writing.
5. Knowledge of safety and security regulations, practices, and procedures.

SUPERVISORY CONTROLS:

The Section Chief exercises supervision to accomplish Section work plans, goals and objectives and regulatory requirements. Incumbent plans work to be accomplished by subordinates and sets and adjusts priorities. Work is assigned

to individual staff members or workgroups. The Section Chief reviews final work products and approves them or forwards them on for Branch Chief or Division Director approval if appropriate.

CLASSIFICATION CRITERIA:

Factor 1, Program Scope and Effect

Level 1-3 550 Points

The Incumbent oversees the Section's programs which encompass all of the Southeastern United States (Region 4). The portions of major programs performed within the Section are of a complex, regulatory/scientific nature, significantly impacting the conduct of Branch, Division and Regional Agency business with other state and local governments and municipalities, and segments of the regulated community and the general population within the Region.

Factor 2, Organizational Setting

Level 2-2 250 Points

The employee is accountable to the Chief of the Air Planning Branch, a position that is one level below the SES Air, Pesticides and Toxics Management Division Director.

Factor 3, Supervisory and Managerial Authority Exercised

Level 3-2c 450 Points

The incumbent plans and schedules work to be accomplished by subordinates, sets and adjusts short-term priorities; assigns work in consideration of employee skills and mission requirements; develops performance standards and rates subordinates' performance; advises employees on work and administrative matters; implements methods and procedures to improve organizational performance; and identifies and provides for employee training and development. The employee also recommends selection of candidates for positions; recommends position structure changes; takes disciplinary actions and hears and resolves formal employee complaints and grievances as delegated by higher level management; and assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work

Factor 4, Personal Contacts

Subfactor 4A- Nature of Contacts

Level 4A-4 100 Points

Personal contacts include high level officials within and outside of the Division and Region and in EPA Headquarters; high level officials of other Federal, state and local agencies; key representatives in private industry or public municipalities; engineering and environmental consultants; and officials in National, state and local environmental and public action groups. Such contacts may involve telephone or personal contacts, small group meetings and public meetings or presentations.

Subfactor 4B- Purpose of Contacts

Level 4B-3 100 Points

The purpose of contacts is to justify, defend, inform or negotiate in representing the Section, in obtaining or committing resources, and in gaining compliance with established policies or regulations. Contacts often involve active participation in conferences, meetings, audits or presentations involving problems or issues of considerable consequence or importance to the Section's functions.

Factor 5, Difficulty of Typical Work Directed

Level 5-7 930 Points

The position is responsible for providing direction and supervision over work at the GS-12 which best characterizes the nature of the basic, mission oriented, nonsupervisory work performed in the organization and which constitutes 25 percent or more of the workload (not positions or employees) of the organization.

Factor 6, Other Conditions

Level 6-5 1225 Points

Supervision and oversight involve significant and extensive coordination and integration of a number of important projects or program segments of professional, scientific, technical, and managerial or administrative work comparable in difficulty to the GS-12 level. Supervision also involves major recommendations which have a direct and substantial effect on the organization and projects managed, for instance, where there are significant internal and external program and policy issues involving close coordination and integration of program efforts; restructuring, reorienting or revising immediate and long range goals, objectives, plans, and schedules to meet substantial changes in program activity and/or funding; determinations of projects or program segments to be initiated, dropped, or curtailed; or resources to devote to particular programs.

Special Situations: NONE

CLASSIFICATION SUMMARY:

CLASSIFICATION STANDARD(S) USED: US OPM PCS for General Schedule Supervisory Guide, TS-123, April 1993, revised in April 1998.

Total Points: 3605

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name:	(b) (6)		This position has no extramural resources management responsibilities.
Position Number:	(b) (6)	X	Total extramural resources management duties occupy less than 25% of time.
Title:	Supervisory Engr/Phy Sci/ Life Sci		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade:	GS-081913010401-14		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization:	APB/APS		
When this checklist is used as an amendment to a position description, the following signatures are required:			
Supervisor's Signature:	(b) (6)		
Personnel Specialist's Signature:	MH WK	Date:	2/5/13
Part 1. Contracts Management Duties			
Pre-award:		Close-out:	
Plans procurements		Monitors management and performance of delivery orders/work assignments after award	
Estimates costs		Defines scope of work for work assignments	
Obtains funding commitments		Approves payment requests of ACH drawdowns	
Prepares procurement requests		Manages cost-reimbursement contracts	
Writes statements of work		Reviews invoices	
Reviews statements of work		Inspects and accepts deliverables	
Processes unsolicited proposals		Other (list)	
Responds to pre-award inquiries			
Participates in pre-award conferences			
Conducts technical evaluation of proposals		Writes reports on contractor performance, costs, and tasks performed	
Participates in debriefing/protests		Reconciles payments with work performance	
Other (lists)		Closes-out payments	
		Performs cost accounting	
Post-award:		Provides assistance to Contracting Officer in settling claims	
Prepares delivery orders		Other (list)	
Reviews contractor work plans			
Reviews contractor progress reports			
Monitors government-furnished property			
Monitors cost, management, and overall technical performance of contract after award		Percentage of Time Spent on Contracts Management:	
		0%	

Continued

Part 2. Grants/Cooperative Agreements Duties

Pre-application/Application:			Advises Grants Management Office (GMO) of potential problems/issues
	Prepares solicitation for proposals	X	Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
	Identifies potential grantees for area of program emphasis		Approves payments requests or ACH drawdowns
	Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Reviews requests for modifications, additional funding, etc., and makes recommendations to GMO
	Provides administrative information to applicants		Negotiates amendments
	Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
	Assists applicant in resolving issues in application		When necessary, recommends termination of the agreement
	For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		Resolves with Grants Management Office administrative and financial issues
	Negotiates level of funding		Conducts periodic reviews to ensure compliance with agreement
	Conducts site visits to evaluate program capability		Other (list)
	Serves as resource to Selection Panel		
	Informes applicants of funding decisions	Close-out:	
	Other (list)		Certifies deliverables were satisfactory and timely
Award:			Provides assistance to recipients and Grants Management Office to ensure timely close-out
	Prepares funding package, including Decision Memorandum		Reconciles payment with work performed
	Obtains concurrences/approvals		Notifies recipient of close-out requirements
X	Reviews/concurs in completed document		Obtains legal assistance if necessary to resolve incomplete close-out
	Establishes project file		If project is audited, responds to issues and ensures recipient complies with audit recommendations
X	Other (list) Reviews competition process for considering		Other (list)
	With legal requirements and priorities.		
Project Management/Administration:			Percentage of Time Spent on Grants/Cooperative Agreements Management:
	Monitors recipient's activities and progress		10%
	Reviews reports and deliverables and notifies recipient of comments		
	Provides technical assistance to recipients		

Part 3. Interagency Agreements Duties

Pre-Agreement:			Participates in decisions about project modification/termination
X	Plans and negotiates work effort		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
	Estimates costs		Inspects and accepts deliverables
	Obtains funding commitments		Other (list)
	Prepares commitment notice		
	Writes or reviews scope of work		
	Responds to pre-agreement inquiries		
	Participates in pre-agreement conferences		Close-out:
X	Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)	X	Reviews final report
	Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Decides on disbursement of equipment
	Performs technical evaluation of work plan and budget		Reconciles payments with work performed
	Prepares funding package and obtains necessary concurrences		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
	Other (list)		Certifies deliverables
			Resolves close-out issues with Grants Management Office/other agency
			Other (list)
Project Management/Administration:			Percentage of Time Spent on Interagency Agreements Management:
	Reviews progress reports/financial reports		1%
	Monitors cost management and overall technical performance		



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

Position Risk Designation Checklist

AAship/Region: Region 4 Type of Action: Detail SF 52 Request No.: AP13-013

Position Title/Series/Grade: Supervisory Env Engr/Phy Sci/Life Sci GS-089/1301/0401-14

Full Performance Level (FPL) of Position: 14

(Risk designation is based on FPL)

Functional Title (if applicable): Air Permits Section Chief

(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: 12BV04A0013. (Your Service Agreement Account Owner can help you with this.) **Please Note:** This SF 52 action will not be processed unless the service agreement number is provided.

DIRECTIONS: Hiring officials or supervisors must complete this form for all personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☒ Yes ☐ No
What is the name of the incumbent of the above position? _____

If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☐ Yes ☒ No

If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

NOTE: Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- ☐ Attorney—Moderate
- ☐ Bench Scientist, such as chemist, biologist, etc.—Moderate
- ☐ Contract Project Officer—Moderate
- ☐ Contract Specialist—Moderate
- ☐ Criminal Investigator (all grades, all positions)—High
- ☐ Deputy Division or Division Director—High
- ☐ Financial Specialist/Accountant/Budget Analyst—Moderate
- ☐ Grants Project Officer—Moderate
- ☐ Grants Specialist (GS 12 and below)—Low
- ☐ Grants Specialist (GS 13 and above)—Moderate
- ☐ HR Specialist (Benefits)—Moderate
- ☐ HR Specialist (Classification)—Low
- ☐ HR Specialist (ER/LR)—Moderate
- ☐ HR Specialist (Generalist)—Moderate
- ☐ HR Specialist (Staffing)—Moderate
- ☐ HR Specialist (Training)—Low
- ☐ Inspector—Moderate
- ☐ IT Specialist (Application Software)—High
- ☐ IT Specialist (Customer Service)—Moderate
- ☐ IT Specialist (Data Management)—Moderate

- ☐ IT Specialist (Enterprise Architecture)—Moderate
- ☐ IT Specialist (Internet)—High
- ☐ IT Specialist (Network Services)—High
- ☐ IT Specialist (Operating System)—High
- ☐ IT Specialist (Policy and Planning)—Moderate
- ☐ IT Specialist (Security)—High
- ☐ IT Specialist (System Administrator)—High
- ☐ IT Specialist (Systems Analysis)—Moderate
- ☐ On-Scene Coordinator (all grades, all positions)—High
- ☐ Permit Writer—Moderate
- ☐ Public Affairs Specialist/Community Involvement Coordinator—Moderate
- ☐ QA Scientist—Moderate
- ☐ RCRA Corrective Action Officer—Moderate
- ☐ Remedial Project Manager—Moderate
- ☐ Site Assessment Manager—Moderate
- ☐ Support Services Specialist—Moderate
- ☐ Toxicologist—Moderate
- ☐ OIG Employee (all grades, all positions)—High
- ☐ Other Known High-Risk Position—High
- ☐ Supervisor of High-Risk Employee(s)—High

3. Requires access to classified information or materials? ☐ Yes ☒ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☐ Top Secret

NOTE: If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.

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Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. Requires access to sensitive information or materials? ☒ Yes ☐ No (If "Yes," check all that apply.)
- | | |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> EPA's financial resources/records | <input checked="" type="checkbox"/> Confidential business information |
| <input checked="" type="checkbox"/> Proprietary information | <input type="checkbox"/> Personally identifiable information (e.g., address) |
| <input type="checkbox"/> Audits (e.g., financial reviews) | <input type="checkbox"/> Sensitive personally identifiable information (e.g., SSN, date of birth) |
| <input type="checkbox"/> Investigations (e.g., CID) | <input type="checkbox"/> Other information that, if compromised, could cause harm (describe on separate page) |
5. The scope of this position is: ☐ Local ☒ Regional ☐ National ☐ Global
6. The impact/potential harm this position could cause would be: ☒ Internal to EPA ☐ Multi-Agency/Government-wide ☐ Beyond the Government
7. Position is a presidential or political appointment: ☐ Yes ☒ No
8. Requires access to hazardous or dangerous material (nuclear, biological, or chemical): ☐ Yes ☒ No
What materials are involved? _____
9. Makes policy that affects AAship, Regional or Agency operations (not simply local branch or section operations):
☐ Yes ☒ No Describe: _____
10. Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off: ☐ Yes ☒ No
11. Obliges the agency to take action or spend funds: ☐ Yes ☒ No
What actions? _____
What amount of funding typically? _____ What is the ceiling? _____
12. Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations: ☒ Yes ☐ No (If "Yes," check all that apply.)
- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Communicates with: | Communication methods: |
| <input checked="" type="checkbox"/> EPA personnel | <input checked="" type="checkbox"/> Shares factual information (e.g., technical or policy reports, outreach, or public relations material) |
| <input checked="" type="checkbox"/> Government entities outside of EPA | <input checked="" type="checkbox"/> Participates in meetings, conferences, or seminars |
| <input checked="" type="checkbox"/> Audience beyond government, including media, private industry, academia, environmental interest groups | <input type="checkbox"/> Posts material on the EPA intranet or public website |
| | <input type="checkbox"/> Represents agency or negotiates/defends significant or controversial matters |
13. Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications: ☐ Yes ☒ No
What systems/programs are involved? _____
14. Directly enforces health regulations and/or protects public safety: ☐ Yes ☒ No
15. Investigates or audits government or nongovernment personnel, programs, and/or activities: ☐ Yes ☒ No
(Note: Relates to investigating and auditing, but not simply overseeing.)
What personnel, programs, and/or activities are involved? _____
16. Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure: ☐ Yes ☒ No (Note: Does not apply to positions that only use IT systems.)
17. Requires official EPA credentials: ☐ Yes ☒ No
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. Other unique or critical characteristics/duties/requirements not previously covered? ☐ Yes ☒ No
Describe: _____

(b) (6)